

Report for Week Ending 27 October 1958
From
RECORDS CENTER

During the week the following accessions were made:

COMPT	23 cu. ft.
OCI	1 " "
OCR	65 " "
OL	8 " "
ORR	4 " "
OSI	2 " "
OTR	1 " "
PERS	55 " "
Sub-Total:	159 cu. ft.
Finished Intelligence	73 " "
Total :	232 cu. ft.
Map Negatives	1,276 cu. ft.
Records Holdings	26,664 " "
Distribution Material Holdings	11,326 " "
Total :	39,264 cu. ft.
	297
Distribution Material Disposed of at Center	12 cu. ft.
Distribution Material Transferred from Center	2 " "
Records Disposed of at Center	337 " "
Records Transferred from Center	26 " "
Total :	377 cu. ft.

Accessioning and Disposal

Activity has been normal.

Reference

A special courier run was made by the Records Center to deliver urgently needed records to the Comptroller's Office and the Medical Staff.

Reference activity has been on the increase to the Intellofax cards retired to the Center by OCR/MD. On one day this week six requests were received for a total of one hundred fifty-eight 2000-card boxes (approximately 316,000 cards). Discussion with personnel of the Machine Division reveals that the reason for this increase is that they have been instructed by the AD/OCR to give faster and more complete coverage to the requests submitted to them by researchers.

FOIAb3b1

The stock records for [REDACTED] publications have been converted to line items on 5x8 cards. This consolidation resulted in the release of three Kardex cabinets for use in the expansion of other records, thereby preventing the ordering of additional Kardex equipment by the Center.

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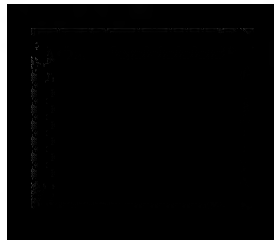
A total of 397 copies of NIS's were [redacted] and forwarded to foreign governments during the week.

News

The Records Center couriers have now provided almost all kinds of delivery service. The latest being the delivery of a concrete drinking fountain for use as a prop by the movie makers from the Office of Training.

Visitors

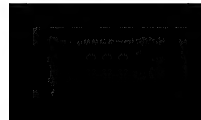
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MS

OCR

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Security

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Chief, Records Center

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